

YOLO SUPERIOR COURT

POLICY: EXECUTIVE OFFICE	POLICY NAME: Attorney Use of Capay Room
DATE: 7/17/15 Amended 10/21/15	EFFECTIVE DATE: 8/17/15
PURPOSE OF POLICY: Amended Guidelines for Attorney Use of Shared Lounge (Capay Room)	
APPROVED: S. Landry	AUTHOR: K. Walker Clarkson

The Court has offered to provide space for attorneys to use as a break room and occasional work area. This space is not intended to be used as a client meeting area or regular office space. Copy Machine ports are furnished. It is the responsibility of the county or bar association to provide its copy machines, toner and paper at their own cost.

- Food and drinks are allowed in the shared area, however, individuals are to clean up after themselves.
- If spills occur on the carpet or furnishings, the individual will notify the executive office so that cleaning can be arranged.
- Personal items will not be left unattended. The court is not responsible for any lost or stolen items.
- No public is allowed in the Capay Room.
- The Capay Room will be open 8-5 or as the CEO or DCEO determines is appropriate.